

City of Winslow Job Description

Position Title: Lead Mechanic
Department: Public Works
Division: Fleet
Reports To: Public Works Director
Salary Grade: 47
FLSA Status: Non-exempt

GENERAL PURPOSE

Work involves the responsibility under general direction to coordinate and direct the activities of the City Fleet Maintenance Shop, to supervise and perform servicing, mechanical adjustment and repair work on automotive and other power-driven equipment. Employees of this class are expected to exercise independent judgment, initiative and professional skills and knowledge in the day-to-day management and supervision of the City's Fleet Maintenance Shop. Per Section 3.20.010 of the Winslow Municipal Code, this position is a tentative "At-Will" appointment and subject to a probationary period of six (6) months from the date of hire. Upon successful completion of a probationary period, a non-management employee shall be granted regular status in the classification in which the probationary period is served.

SUPERVISORY RESPONSIBILITIES

Supervises department mechanic and assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. For a listing of essential job functions, see the recruitment bulletin at time of job opening.

Plans, assigns and inspects work of the mechanical employees at the City Fleet Maintenance Shop.

Fills in to perform a wide variety of skilled overhaul and repair work on automobiles, trucks, heavy equipment and other mechanical equipment as needed.

Maintains accurate records of repairs made, work orders and time worked.

Oversees and maintains an on-going preventative maintenance program for the City's vehicles and other mechanical equipment.

Inspects shop equipment, tools, building and grounds to ensure proper and safe use.

Prepares requisitions for parts and materials to maintain equipment and vehicles.

Prepares shop employee schedule and estimate man-hour requirements for completion of job assignments.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Minimum Education and Experience

- a) High School diploma or GED equivalent plus some specialized training in mechanics, maintenance
- b) management, or a closely related field, and
- c) Five (5) years of responsible experience in the maintenance, repair and overhaul of wide variety of automotive/diesel, heavy and light equipment, including at least two years of supervisory experience (education/training from an accredited automotive/diesel repair school may be substituted on a month to month basis for the experience to a maximum of two years), and
- d) Automotive Service Excellence (ASE) Certifications in at least six automotive/diesel repair fields and progressively responsible experience in the maintenance of automotive/diesel, heavy and light equipment, or
- e) Any combination of training, education and experience which provides the required knowledge, skills, and abilities to successfully perform the duties associated with the position.

2. Desired Knowledge, Skills and Abilities

- a) Thorough knowledge of automotive mechanics.
- b) Considerable knowledge of gas and diesel engines, transmissions, hydraulics, fire pumps and valves, generators and welding, price trends and grades or quality of materials and equipment.
- c) Working knowledge of the hazards and safety precautions common to municipal maintenance and repair activities.
- d) Working knowledge of the practices, methods, materials and tools used in modern equipment maintenance.
- e) Ability to diagnose and repair a wide variety of ordinary and difficult mechanical defects in automotive, diesel and other mechanical equipment.
- f) Thorough knowledge of the use, care and operation of welding equipment
- g) Ability to prepare and maintain operating records.
- h) Ability to establish and maintain preventative maintenance programs, policies and procedures.
- i) Ability to maintain effective accounting procedures.
- j) Ability to communicate effectively verbally and in writing.
- k) Ability to establish effective working relationships with employees, supervisors, vendors and the public.

3. Special Requirements

- a) State Commercial Class B Driver's License preferred, not required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) The employee is required to walk, sit, see, talk and hear.
- b) The employee is required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- c) The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- d) The employee must frequently lift and/or move up to 25 pounds, and occasionally lift weights up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is primarily performed indoors.
- b) The employee frequently works near moving mechanical parts or in outside weather conditions.
- c) The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or
- d) caustic chemicals.
- e) The noise level is moderately noisy.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Revision Date: April 19, 2002, June 13, 2007, January 2, 2008, May 13, 2016